



2010-2011

PARENT-STUDENT HANDBOOK

MORRISON ZION

LUTHERAN SCHOOL

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FACULTY

Pastor Randy Ott

Mr. Brian Humann, Principal, Grades 3-4

Mrs. Brenda Kuchenbecker, Grades 1-2, Organist, Choir, Band

Mr. Richard Muchka, Grades 7-8, Youth Group Director

Mr. Tim Pingel, Grades 5-6, Athletic Director

Mrs. Joan Wegner, Preschool and Kindergarten, Assistant Organist, Music

BOARD OF EDUCATION

Chairman: Mr. Michael Zittlow

Mr. Eric Cappelle

Mr. Curt Nushart

Mr. Jade Witt

Mr. Todd Leiberg

STAFF

Janitor: Beverly Leiterman

Secretary: Nancy Pantzlaff



OBJECTIVES

By the grace of God, parents of our congregation have been led to realize that children are one of the most precious gifts of God. They are concerned that their children should receive a basic education in a Christian atmosphere. Mindful of the command of our Lord Jesus, "Feed My Lambs," Zion congregation from its beginning has established and maintained a Christian Day School. May our congregation ever continue to realize this need as a special privilege.

With these basic thoughts being understood, let us further evaluate the purpose of our Christian Day School; first, the reason for the existence of our school, and secondly, the objectives of our school.

✠ Reasons for the Existence of our school

- To allow our children to receive a Christ-centered Lutheran elementary education rooted in God's Word.
 - **God encourages such education**
 - **Psalm 78:1-6** "O my people hear my teaching; listen to the words of my mouth. I will open my mouth in parables, I will utter things hidden from of old--things we have heard and known things our fathers have told us. We will not hide them from their children; we will tell the next generation the praise worthy deeds of the Lord, His power, and the wonders He has done. He decreed statutes for Jacob and established the law in Israel, which He commanded our forefathers to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children.
 - **The Lord wants little children trained in His name.**
 - **Mark 10:14** "Let the little children come to Me, and do not hinder them, for the Kingdom of God belongs to such as these."
 - **Luke 10:42** "but only one thing is needed, Mary has chosen what is better, and it will not be taken away from her."
 - **The Lord revived proper thought on Christian Education through His servant Martin Luther.**
 - **Our forefathers carried these same Christian convictions to this continent and into this area.**
- To assist the parents to fulfill their God-given responsibility to rear their children in the nurture and admonition of the Lord.
 - **Ephesians 6:4** "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.."
 - To provide training in basic secular subjects from the Christian point of view.

✠ Objectives of our school

- To teach God's Word in its truth and purity and depend upon it:
 - As the verbally inspired and inerrant Word of God
 - Through which faith is created and strengthened
 - As the only source of eternal life
 - **II Timothy 3:15** " . . . from infancy you have known the Holy Scriptures which are able to make you wise for salvation through faith in Christ Jesus."
 - As the only true guide for personal life
- To promote sanctified living as a response to learning God's Word and as a fruit of faith:
 - **In the Home**
 - **Ephesians 6:4** "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."
 - **Proverbs 22:6** "Train a child in the way he should go, and when he is old he will not turn from it."
 - **In the Church**
 - **Ephesians 4:32** "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."
 - **Luke 11:28** "Blessed rather are those who hear the Word of God and obey it."
 - **Psalm 122:1** "I rejoiced with those who said to me, "Let us go to the house of the Lord."

- **In the Community (world)**

- **Romans 13:1** "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God."
- **I Peter 2:16-18** "Live as free men, but do not use your freedom as cover-up for evil; live as servants of God. Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king. Slaves; submit yourselves to your master with all respect not only to those who are good and considerate, but also to those who are harsh."
- To grow in an understanding of God's plan of salvation.
- To practice Christian discipline with a proper blend of Law and Gospel (so that the students are led to the fear of God which dreads offending Him, and to the love of God which delights to do His will.)
- To maintain a devotional atmosphere.
- To train the students to respond to God's love in their Christian living (e.g. evangelism, stewardship, church life, family living and so on).
- To develop the God-given talents and abilities of the students and to make students aware of the opportunities to use them, and to develop skills which glorify God and serve man.
- To offer courses which prepare students to continue their education at a high school
- To prepare students to lead useful lives as active church members and as responsible citizens (See section B3 In the Community)
- To lead the children to recognize all men to be God's creation and to show respect, courtesy, and consideration for the rights and welfare of others.
- To lead the children to develop a concern for the spiritual and material welfare of all men and show this concern by witnessing to others.
- To lead the children to develop Christian social responsibility and cooperative skills.
- To lead the child to respect the government as God-ordained, to appreciate his or her privileges and responsibilities, and to foster a spirit of love and obedience through God's representatives in the home, church, school, state, nation, and the world. (Refer to the Curriculum Guide in Religion.)

DUTIES OF THE BOARD OF EDUCATION

The Board of Education has supervision over all school matters; their decisions are binding upon teachers, pupils, and parents of pupils until the congregation decides otherwise. The Board is ultimately responsible to the congregation. The duties of the Board as outlined in the church's constitution are as follows:

- Study the existing policies, make necessary changes and additions, or make necessary recommendations to the church council and congregation, and carry out adopted policies.
- Study the educational needs of the school and take the necessary action to fill those needs.
- Promote Christian education whenever possible.
- Hold monthly Board of Education meetings.
- Report on educational programs to the Church Council and congregation.
- Encourage the professional growth of the staff.
- Approve of school expenditures, both budgetary and non-budgetary.
- See that the school meets all applicable local, state, and national requirements.
- Take an active part in determining the school's curriculum.
- Take an active part in visiting the classrooms regularly.
- Encourage and support the faculty, defend the teachers against injustice, and lighten their work whenever possible.
- Try to get all school-aged children of the congregation enrolled in our school and encourage faithful attendance.

HOME AND SCHOOL COOPERATION

The school is an extension of the home and has been established to aid the parents in educating their children. The Lord, through His Word, has bound the home and school together as one unit with one and the same aim: “. . .to bring up the children in the nurture and admonition of the Lord” Eph.6:4.

Parents and teachers must join hands so that nothing may rob our children of the Crown of Glory laid up for them in heaven.

Our church constitution sets forth certain duties of the individual congregation members toward the school when it states:

- Parents should urge their children to respect and obey their teachers, guarding against biased judgment of the teachers in the presence of the children.
- Parents should take up all grievances against the teachers(s) **FIRST** with the teacher(s) **PRIVATELY**. If unsuccessful in removing such grievances, the principal should be consulted. If unsuccessful in removing such grievances further, the board of education should be consulted. At no time shall complaints be voiced in the presence of the children.
- Parents should pay for damage willfully done by their children to the school's property.
- Children of members and non-members are permitted to be enrolled in our school. Those outside of our congregation will be admitted upon approval of the faculty and the Board of Education. However, these students must submit to instruction in all our courses.
- Non-members who have children enrolled in our school must submit to a tuition fee as set by the governing bodies of our congregation.

HOW CAN YOU, AS A PARENT, HELP YOUR CHILD?

- By praying for your school and its staff.
- By maintaining a Christian parental discipline and guidance over your child; assisting them in the selection of programs and presentations offered by our society.
- By attending church regularly with your children and discussing the sermon with them.
- By having regular family devotions and table prayers.
- By letting the Word of God be the sole guide in all phases of daily living and conduct.
- By seeing to it that the child is regular and prompt in attendance.
- By encouraging sufficient hours of rest and sleep.
- By encouraging your child to eat well-balanced meals.
- By discouraging your child from bringing any distracting items to school.
- By exposing your child to wholesome experiences.
- By encouraging your child to be considerate and courteous when riding on the bus to and from school.
- By taking an active interest in the child's education, encouraging, and assisting the child with their homework when necessary.
- By encouraging your child to respect the teachers.

STUDENT CODE

I, as a child of God and as a student of Morrison Zion Lutheran School will:

- Conduct myself as a Christian at all times
 - in the classroom
 - in the hallways
 - on the playground
 - at school games and other events
 - in the community
- Pray for my school, its faculty, my church and its pastor, our synod and its work, fervently and regularly.
- Attend divine services regularly and participate as a singer whenever called upon.
- Contribute to the church's program as well as the mission program of our school.
- Ask God the Holy Spirit to guide my behavior and help me to tell others about the work of Jesus, my Savior
- Enter the building quietly and report to the proper room.
- Be quiet in the hallways at all times.

- Use the restrooms only when necessary and remain quiet.
- Use good manners during meals, eat my food, and attempt to avoid waste.
- Dress in accordance with good Christian conduct and see that my dress is neat and appropriate for the occasion.
- Assist the faculty whenever necessary as a monitor or Christian member of a team.

ADMISSIONS POLICIES

Children of the members of Morrison Zion Lutheran Church, or children whose parents are not members of our church are permitted to enroll. Our church constitution by laws also state:

"Morrison Zion Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We will continue not to discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."

If the child is transferred from another school, a transfer of records from the previous school is to be submitted before enrollment.

All children entering the first grade should have reached the age as outlined by state regulations. All necessary immunizations must also be obtained upon entering according to current state regulations.

ADMISSION FOR NON-MEMBERS

Those outside our congregation will be admitted upon approval of the faculty, Board of Education, and Church Council.

Those who have children enrolled that are not members must also submit to a tuition fee as set by the governing bodies of our church. At present, the tuition fee is \$2,100 per child in grades 1-8. For kindergartener's the tuition fee is \$700. Non-member (WELS) tuition is presently set at ½ of the non-member tuition. Tuition charges may be reviewed by the Board of Education and reduced if necessary. Non-member students must submit to all of our courses. Such parents are also respectfully requested to meet with our Pastor for discussing basic Bible teachings in our congregation.

We have also set up requirements for non members who wish to enroll their child in our school. The requirements are stated below.

Non-WELS (Wisconsin Evangelical Lutheran Synod) parents or guardians who enroll their children at Morrison Zion must complete the Bible Information Class. The parent / guardian must complete the class during the first year the child is enrolled at Zion in grades 1-8. We make this requirement because:

- *We stress the teaching of God's Word and want parents to be aware of what their children are being taught;*
- *Parents will be better able to discuss with their children the things they learned and help them with memory work; and*
- *We are also concerned that parents, as well as children, have an opportunity to learn about God's free gift of everlasting life.*

FEES AND BOOK COSTS

Our school operates on a consumable supply fee system. All non-consumable books are paid for by the school. The consumable books, workbooks, and teaching materials needed are partially paid for by our consumable supply fee. This fee does not cover the total cost of the consumable supplies, but it helps to lower the operational cost of the school for the congregation in general. It allows the parents of our school children to contribute a greater amount toward the education of our school children than those congregation members who have no children in school. The consumable supply fee is subject to change by the Board of Education and is presently set at \$350 per child in grade K-8. Pre-school fee is set at \$60 per month.

Non-consumable books are to be cared for properly. (See Care of Books) If non-consumable books are improperly cared for or damaged, the school may ask for reimbursement. Religious books are also required and can be purchased separately from the school. Each child in grades 3-8 should have an NIV Bible and Hymnal. Grades 7-8 will need to purchase an upper grade Catechism Book.

All fees are to be paid by December of the present year. Checks are to be made out to Morrison Zion Lutheran School.

CARE OF BOOKS

Each textbook is the property of the school. The student is responsible for the books assigned to him. Any damages to these books must be paid for by the child or his/her parents. Here is a brief list of suggestions in regard to proper book care.

- Always handle a book as if it were your own.
- Do not write in a book with a pencil or pen.
- Do not close a book with a pencil or notebook in it. This breaks the binding. Once the binding has been broken, the book soon has to be replaced.
- Do not let books fall to the floor.
- Do not clutter your desk with unnecessary items that take space which should be for books.
- Do not sit on books. This ruins the cover and bindings.
- Do not set books in the snow, on wet sidewalks, or leave books in the rain.
- All hard-covered books must be covered.

DISRUPTIVE BEHAVIOR

Students are directed by God's Word to respect and obey their teacher, every member of the school staff, and all school policies. Therefore, discipline will be maintained according to Scriptural principles.

The teachers will administer appropriate discipline under the supervision of the principal.

A student may serve detention time if he/she persists in defiance of any person in charge of his/her welfare and gross misconduct. If a student does not listen to the teacher's warnings, the parents will be notified. Students who continue such behavior after parents have been contacted will serve detention time after school. The amount of time and when it will be served will be determined by the teacher and parents. Parents must pick up their child at the end of it to discuss future detention time. If three detention times are served, the teacher, parents, and the principal will meet to discuss future discipline steps. It is hoped that the student's misbehavior will be curbed by this time. If the behavior is not curbed or a behavior of a more serious nature has occurred, a suspension or expulsion will be administered. In this case please refer to the suspension and expulsion policy. At any given time, detentions may be skipped and suspensions or an expulsion can take place. Unresolved discipline cases will be referred to the Board of Education as stated in the constitution.

SUSPENSION AND EXPULSION

Proverbs 22:6 says, "Train a child in the way he should go, and when he is old he will not turn from it."

Zion Morrison Lutheran School follows the policy of suspending students who have repeatedly had discipline problems, have not had work done, have shown disrespect to any of the teachers or school staff, present a danger to the other students or to themselves, etc. Teachers may request suspension for those children who either have serious or continuing problems. Only the Principal has the authority to suspend students for one or more days.

These steps will be taken if there is a need for a suspension:

- *The teacher and Principal will talk to the child.*
- *The teacher and Principal will contact the parents.*
- *The Principal will notify the Board of Education Chairman.*
 - Homework must be completed during a suspension. The highest possible grade obtainable will be a C. Failure to do the work in a timely manner will result in an F.

If there are three suspensions, the first of the steps in the expulsion procedure will be taken. The steps for expulsion are:

1. *A letter from the Board of Education to the parents.*
2. *A meeting with the Board of Education.*

3. *Actual expulsion from school.*

Only the Board of Education has the authority to expel a student. In cases of a very serious infraction, the Board of Education may recommend immediate expulsion.

In the case of an expulsion, the Board of Education, pastor, principal, and parents will have a meeting to discuss re-enrollment.

Ephesians 4:32 says, “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

DRESS CODE

When we present ourselves before other people, we immediately make an impression upon them. This impression may be made by the way we act, by the kind of clothes we wear and how we wear them, or by our general appearance. God encourages us in I Cor. 14:40 to do all things decently and in order. It is for this reason that this dress code is established. It is not presented as a law of salvation, but a way to help us, as followers of Christ, achieve that which is pleasing to our Lord--a life that reveals the New Man in our hearts to all of the people around us.

It is also felt that the manner of dress can affect the attitude of students about themselves, their school, and the work which they perform. The way in which students dress also directly affects the image of the school among the general public. We wish the students to have a positive attitude about themselves and their work and for the community to have a positive attitude about our school.

We cannot hope for unanimous agreement on all that is in a dress code since it is not based upon absolute facts, but upon the judgment of human minds. But where there are differences of judgment we Christians should peaceably subject our will to those given the final responsibility.

The Board of Education asks that parents help to support the dress code by seeing that not only the letter but also the spirit of the dress code is followed by your child. We therefore encourage parents to have their children neatly dressed in a manner befitting a child of God.

- The dress code is in effect throughout the school day and also applies to extra-curricular activities and sporting events.
- Failure to comply with the dress code may result in the teacher, Principal, or Board of Education contacting the parent to discuss the matter.
- Modesty and good taste in dress and actions will be self-evident for Christian students.
- It is expected that the students wash daily, shower or bathe as needed, brush teeth regularly, and keep hair and fingernails clean.
- The following are NOT PERMITTED for boys or girls at MZLS:
- Torn, worn-out dirty clothing
- Shoes or sandals without a back (Fire code regulation)
- Sleeveless shirts or tank tops unless they have a tight fitting arm holes or a sleeved shirt under or over them
- Permanent Tattoos
- Visible body piercing (exception: girls' ears)
- Unnatural hair coloring or extremes in hair style
- Hats, caps, headscarves, or other head gear may not be worn in the classroom
- Clothing which has advertising or slogans relating to beer, alcohol, drugs, tobacco products, bars, gambling, pro-wrestling, or other questionable innuendoes
- Spandex shirts or shorts
- Shorts during any month *except*, August, September and May or unless special permission is granted. (Cut-off shorts are not allowed)
- Bare midriffs or backs (shirts must be long enough to be able to be tucked in and stay tucked in to cover midriffs in the front and back while standing or sitting)
- Low-riding pants

- Shirts, sweaters, dress, etc. that are tight fitting or low-cut in front or back.
- *Shorts are encouraged to be worn under skirts.*

ARRIVAL TIME

The school building is usually open by 7:45 A.M. Buses begin arriving at about 8:00 A.M. We urge all students who ride bikes or are brought to school by car to arrive between 8:00 A.M. and 8:20 A.M. Please do not arrive before 8:00A.M. The teachers need this time to prepare for the new school day.

BICYCLES

Students who ride bicycles to school should ride single file for safety and follow the rules for safe cycling. They are to come directly to school unless otherwise directed by the parents. All students should wear helmets. The school is not responsible for your child until he/she is on school property.

Once the child arrives at school the bicycles are to be parked immediately and remain in the bike racks until school is dismissed for the day. Students may at no time ride or tamper with other students' bike. During school hours students may not ride their bicycles across the playground areas or around the school building. Once the student leaves for the day he/she is to go directly home unless directed otherwise. (See also Leaving School and Arrival Time.)

LEAVING SCHOOL

Once the student has arrived at school, he/she is to remain on the school grounds. Pupils who need to leave the school grounds during any time of the school day for a good reason, other than for emergencies, must have the permission of their parents as well as the permission of the classroom teacher. This also applies to students who bring bicycles to school once they have arrived on the school grounds. Whenever such permission has been granted, full responsibility then lies with the pupil and the parents. All students must line up in the hall at the end of the day and they will be dismissed in the following order: bus riders, students picked up by parents (after the buses have left the property), bicycle riders, (after vehicles have left), and walkers. This is for the children's safety. Parents please send a note if you must leave immediately when you pick up your child(ren). The school will not be responsible for any students who disobey the above rules.

NOTE:

- No one outside. Riders sit in the commons area until ride arrives.
- If your child is not taking their regular route of transportation home, a note must be sent to the classroom teacher telling us of the change.

BUS RULES

It is essential that pupils comply with the regulations of the Motor Vehicle Department in regard to bus transportation. The DRIVER is responsible for the students on the vehicle. Students are under the supervision of the bus driver and are to obey him. The following bus rules have been established by the faculty and the Board of Education and MUST be followed:

- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the bus.
- After leaving the bus, if it is necessary to cross the road, this should be done 10 feet in front of the bus and ONLY AFTER LOOKING to be sure that no traffic is approaching from either direction.
- Be alert to the danger signal from the driver.
- Be seated immediately upon entering the bus.
- Keep hands and heads inside the bus at all time.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking, laughing, or unnecessary noises divert the bus driver's attention and may result in a serious accident.
- Leave no books, lunches, or other articles on the bus.
- Keep feet out of the aisles--and other objects as well
- Ventilation should be under the supervision of the driver.
- Do not throw anything out of the bus windows.

- Bus riders are not permitted to leave their seats while the bus is in motion.
- ABSOLUTE QUIET when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus.
- Children are to be courteous to fellow pupils and the bus driver.
- Never tamper with the bus operating equipment.
- Damage to seats and other property must be paid by the offender or the parent. (If damages are not paid for, the student may not ride the bus until payment has been made.)

PROCEDURES FOR DISCIPLINE ON THE BUS

- The school bus driver will give each child who misbehaves no more than two warning. The principal should also be made aware of these warnings.
- If the child fails to heed these warnings, he / she will be referred to the principal for further action. The principal shall also notify the parents when problems are brought to his attention.
- The principal, having been told of the third warning, will suspend the child's privilege to ride the bus for one day.
- At the end of that day, a parent and the child involved will discuss the matter with the principal, and if the problem is resolved, the child will be allowed to ride the bus again.
- If there are further problems, the next offense will constitute one week's suspension, and so on.
We realize that these are stern measures, but for the safety of our children, we feel it is necessary.

We ask for your understanding in these matters and trust that we will never have to use these measures.

ABSENCES AND EXCUSES

Regular and punctual attendance is one of the first essentials for scholastic success. Work missed can never be made up in a completely satisfactory manner.

Parents must write a note or call the classroom teacher if a child is absent.

Parents are urged to make appointments with dentists and doctors outside of regular school hours. Teachers are to be notified in advance if pupils are to be excused for emergency appointments.

Absence from school for family trips should be approved beforehand, if possible. Please contact the principal for permission and make arrangements with the classroom teacher for making up missed lessons. Children ill with a communicable disease should not return to school until danger of a relapse and of spreading the disease are over.

When children are out of school for an illness they have 2 days to make up the work that was missed. If you need more time, please talk to your classroom teacher.

AFTER SCHOOL ACTIVITIES

Students participating in after school activities must be in their designated areas with their adult supervisor. School business is still conducted after regular hours so hallway rules must be observed.

There will be no after school activities during the week before Christmas vacation. This will help our families prepare for the Christmas holiday without any school schedule conflicts. If there is a conflict the school board will decide the issue.

HOMEWORK

Homework is given by the classroom teacher to reinforce concepts taught. Students work at various paces, therefore, the amount of time needed for students to complete tasks will vary due to their abilities. Should it appear that the child is burdened with too much homework, be sure to contact the teacher at once. Absentee work must be completed during a reasonable amount of time along with the regular day's assignments.

LATE WORK POLICY

At times a student may not get an assignment completed for which there are consequences. This procedure will be followed for grades 3-8.

- *1st Offense - Finish work at Recess, use elephant*
- *2nd Offense – Finish work at Recess, grade drops 1/3 (example A to A-)*
- *3rd Offense – Finish work at Recess, grade drops 1 full grade (example A to B)*
- *4th Offense – Finish work at Recess, automatic F*
 - *Students participating in sports will lose 1 full week of practices and games.*
 - *Students not in sports will serve 1 detention the following day.*
- *5th Offense – Students participating in sports will lose the entire sporting season. Those not in sporting season. Those not in sports will serve a detention each time.*

LUNCHES

Since we do not have a daily hot lunch program, all pupils bring their own lunches. Children should be made aware that proper nutrition is important for good health and growth. They should be encouraged to eat good nutritious foods. Junk foods and too many sweets should be discouraged.

The quantity of foods taken in the lunches also needs some consideration. It is discouraging to find whole wrapped sandwiches, cookies, cake, whole apples, and oranges thrown away into the garbage cans because the children had more than they could eat and were perhaps afraid to take them back home. It must be impressed upon our pupils that all food is a gift from our Heavenly Father and, as Jesus taught us, is not to be wasted.

For a small charge, a hot lunch is served once or twice a month by volunteers or by the Ladies Aid. Children need not bring a lunch from home on the days we serve hot lunch, however, they may bring a lunch if they do not wish to participate in the hot lunch.

MILK PROGRAM

Children may obtain milk, either chocolate or white, throughout the school year. This milk may be paid for yearly only. All money is to be given to the principal. All checks are to be made out to Morrison Zion Lutheran School.

Students may change which type of milk they wish to have; however, you are encouraged to keep changes to a minimum.

DEVOTIONS

Each school day will begin with devotion. A joint devotion with a mission collection will be held on each Wednesday. Shorter devotions will be held within each individual classroom later in the day.

SUBJECT AREAS

The following subjects are taught in our school:

Religion Classes:

- Grades 1-4 - Bible stories, hymns, and a simplified catechism are taught. All memory work in hymns, Bible passages, and chief parts of the catechism is correlated.
- In grades 5-8 religion instruction includes Bible History, Bible reading and study, Catechism, and Hymnology.
- The students are also taught the life of Luther, the history of our Wisconsin Synod, and the history of our local congregation. Grades 7-8 receive their catechism instruction from the pastor in addition to a course in church history, the Augsburg Confession, and our congregation's constitution.

Secular Subjects

The secular subjects taught are Reading, Phonics, Penmanship, Math, Spelling, Grammar, Science, Social Studies, Wisconsin State History, Music, Art, Phy Ed., and Computers.

The faculty makes every effort to use up-to-date textbooks, teaching materials, and equipment.

Our curriculum is under constant review and study to keep it on a par with Synod and state standards.

TESTING PROGRAM

The school participates in the Wisconsin Synod's Testing Program. In fall the Terra Nova Test will be given to grades 3-8. The results of these tests are evaluated to help improve student instruction and assist in curriculum development.

The results of these tests are valuable to the instructor. At no time will the results be given to any person or group without the consent of the parent.

REPORT CARDS

Report cards are issued quarterly and are an estimate of what each child has accomplished. Grades are generally computed by averaging the daily work, such as written assignments, recitations, quizzes, and test project grades, and extra credit work. Grades on the report card will be expressed by a letter. The following is an explanation of the letters used:

A = EXCELLENT

B = GOOD

S = SATISFACTORY

C = AVERAGE

N = NEEDS IMPROVEMENT

D = BELOW AVERAGE

U = UNSATISFACTORY

F = FAILURE

I = INCOMPLETE

Report cards will be sent home with the pupils at the end of each quarter. The report may be kept by the parents and need not be returned.

Reports for the first and third quarters of the school term will be further discussed with the parents at an individual consultation. It is important that the report card be carefully evaluated and then discussed with the child at home.

PARENT - TEACHER CONSULTATIONS

It is important for the best interest of our pupils, that there is a good mutual understanding and cooperation between parents and teachers. We are providing several opportunities for parents to have a close relationship with the teachers. Therefore, parents are expected to attend the private consultations with the teachers of their children. The fall consultations begin on Thursday afternoon at 3:30p.m. through Friday afternoon. The March consultations will be optional, and either the parent or the teacher may request a meeting. The purpose of the consultations is to discuss and evaluate the child's work and progress. Parents should feel free to call the teacher or the principal for special consultations.

RECESSES

Recognizing the need for students to have breaks during the day, recesses have been incorporated as part of the daily schedule. Students will be expected to go outside as often as weather permits at the teacher's discretion; therefore, students should wear the proper attire for the season. Parents not wishing to have their child go outdoors must send a written note to the teacher. Realize that due to supervision, their recess time will be spent in another classroom.

Although it is recognized that students need a break during the day, recess is also a privilege. Recesses may be taken away from individual students due to disciplinary reasons such as misbehavior, late work, and unfinished corrections.

OUTDOOR PLAYGROUND AREAS

These rules have been made for the child's safety and for the maintenance of school property:

- Children can play anywhere on the school grounds excluding the west side which faces the road.
- Children should be mindful that there may be other classes in session. These classes should not be disturbed.
- Students are to stay within the school property and stay off the church grounds. (See also EQUIPMENT USE)
- Stay out of woods

EQUIPMENT USE

The children are to use care with all playground equipment. Outdoor as well as indoor equipment should not be misused. All equipment must be put away in its proper place after use. If willful damage is done to any school equipment, the school may ask the child or parent for payment of damages.

BAND

Our school band program gives the child a chance to develop his/her musical skills as well as learning to better appreciate music. The band program is open to any student in grades 5-8. Each fall a representative from Fox Valley Lutheran High School and in the spring a representative from Manitowoc Lutheran High School comes to demonstrate the different instruments to the fifth graders as well as any other interested students in the fifth to eighth grades. Regular band practices will be held after school on Wednesday.

Band lessons are also available at additional costs during the school year. This service is offered by either an instructor from Fox Valley Lutheran High School, Manitowoc Lutheran High School, or from our own staff.

CLASSROOM LIBRARIES

Each classroom has its own set of library books in addition to the regular reference books. Children are responsible for all books taken from the classroom library and are to take good care of them. If any book is returned damaged, the school may ask to be reimbursed for the damages.

BOOKMOBILE

The Brown County Library Bookmobile serves our school. It comes regularly once a month. A wide range of reading materials is available to all.

Each child should have his own library card for checking out books. Children are responsible for all materials borrowed from the bookmobile. They are required to take good care of them and must reimburse the library for lost or damaged books. The school is not responsible for books or other materials checked out by the pupils. (See also Classroom Libraries)

COMPUTER USE POLICY

Any member of the congregation may use a school computer during hours after school. However, adult supervision is required if more than one member is under 18 years of age. Entrance to the school and to the computers may be obtained from pastor or the principal. Any damage to equipment or school property will be discussed by the Board of Education. The Board will also decide how any financial repair cost is to be paid. This policy may be reviewed and altered by the Board of Education annually, or as needed.

PHONE USE

Parents are urged to avoid calling the school to speak to their child while classes are in session. We would urge all parents to call before school, during the noon hour, or after school if the need arises. Too often, we, both teachers and students, are interrupted during valuable class time. If you need to call, please refer to the recess times on your child's schedule which was handed out in your registration packet or given by the classroom teacher. If an emergency arises, please feel free to call at any time. The school number is 864-2349.

The use of the phone is restricted here at school. No child may use the phone unless given permission by the classroom teacher. The call must be necessary.

ELECTRONIC USE

Students are permitted to bring electronics to school. These electronics are items such as but not limited to: cell phones, Ipod's, CD players, etc. During school hours, 7:30 AM – 3:15 PM, all electronics should be off and the students should at no times during the day get them out of their backpacks for any reason. If such rules are not obeyed the item will be confiscated and returned to the parents.

All electronics brought to school are at the owners own risk. The school will not be responsible for any electronics that are damaged or stolen.

DIRECTORY

A student-faculty directory will be made available early in the school year for all families of the school children. If you have an unlisted number or do not wish to have your number published in the directory, please contact the principal.

CLEANING OF THE SCHOOL

The students will be responsible for daily cleaning of the halls and classrooms. Duties will be assigned each week and done at the end of each day, or whatever is determined by the classroom teacher.

Parents will be called upon for periodic school cleanings according to a schedule adopted at the beginning of the school year. One member of the Board of Education will supervise each cleaning session. Parents are urged to participate in this cleaning procedure or find a substitute to take their place.

A thorough annual cleaning will be conducted during the summer.

PARENT VISITATION DAYS

Parents are welcome and encouraged to visit the school at any time throughout the entire school year. It is important to your child that you show concern for their education and this is a fine way to do it. This will also allow you to see your school in action.

FIRE DRILLS

Fire drills are held at periodic times throughout the school year in compliance with an act of the state legislature. Detailed information will be given to the students by their classroom teachers.

MISSIONS

Mission collections are taken each week after the Wednesday morning devotion. Each year we have different mission projects, and when possible, we show a film about the mission or have a guest speaker tell about the mission. This is done so that the children become acquainted with the many different mission projects of our synod, and to teach the children regular and cheerful giving to Christ and His Kingdom. We can show our love for the Savior by giving for these worthy causes, and also help bring the gospel to those people still living in sin's darkness. Students are urged to contribute every week so that good stewardship practices are developed. The childhood years are an excellent time to begin and promote such stewardship training.

LOST AND FOUND

Any item that is found is placed in a special box, which is kept in the school hallway. A student may check this box for a lost item. Every year we have an unusual amount of items that are unclaimed by the children. We certainly want to be good stewards of the blessings God has given us. Any unclaimed items at the end of the school year will be donated to others in the school or community.

SCHOOL ANNUAL

A school yearbook, containing highlights of the school year, and pictures of all the students will be made available at no cost to the students. The yearbooks will be distributed at the beginning of the school year.

SCHOOL PICTURES

School pictures will be taken in the fall by a professional photographer. Packets will be made available for each student, but parents are under no obligation to buy these pictures.

RECYCLING

Recycling waste has become an everyday part of our lives. Our school also recycles. There will be bins available for paper. The classroom teacher will explain what students are to do.

HEALTH SERVICES

Our school is serviced by the Brown County Public Health Nurse who supervises the following health programs:

- Eye testing during the first semester
- Hearing testing during the first semester

The county nurse also serves in an advisory capacity in problems involving the health or personal hygiene of our pupils.

Immunization clinics are offered to all county residents free of charge. The date and location of these clinics are announced in time for parents to make arrangements to bring their children for the immunization programs.

INSURANCE

You may presently have an insurance policy, which covers your entire family when accidents occur, but accidents which happen at school are also covered by our own insurance policy with Church Mutual Insurance. The students are covered by this insurance while they are at school and while attending any school-sponsored activity. We would like to remind all boys and girls to immediately report any accident to one of the teachers. If you then wish to report it to our insurance company, please notify the principal promptly so that a claim sheet can be filled out.

DAYS OFF

School will not be in session during the following:

- State Teachers' Conference in October
- Thanksgiving recess in November
- Christmas recess in December
- Northern Wisconsin District Teacher's Conference in February
- Easter recess
- Parent - Teacher consultations for the 1st quarter.

Whenever stormy weather makes school closing necessary, please listen to local radio and television stations for information regarding school closing. If stormy weather develops while school is in session and early school closing is necessary, the school buses will bring the pupils home before conditions become hazardous. For further information see the section on **STORMY WEATHER**.

The school will follow the hotline sheet given at registration

STORMY WEATHER

In case of bad weather, our school may have to be closed. If this happens, a notice will be given on radio and television stations. As a policy, our school closing is mostly determined by the head of our district. Since we are in the De Pere district, we will be following their direction. The principal of that system makes this decision. If for some reason the East De Pere system is closed because of the weather, we automatically will close.

Even if East De Pere does not close, we still have the option to close. Watch your television or listen to the radio for closing information.

Please do not call the school or the principal's residence on these days since many phone calls have to be made.

If a tornado warning is issued for our area, the students will be taken into the basement, even if the weather does not look threatening here now. The children will remain in the basement until the warning is lifted. If there are threatening conditions, we will follow standard procedures and move to a place of safety along the inside walls of the basement. If the weather is not threatening, we will attempt to hold classes in the basement areas until the warning has been lifted and the threatening weather has passed.

PHY ED

Physical Education should not be considered just another recess or playtime, but an opportunity to train the body just as we train the mind the rest of the day. We hope to build strength, endurance, coordination, flexibility, agility, and body control, which will aid your child in other aspects of life. Basically, the program will consist of exercises of all kinds, games, and individual team sports. If for physical reasons a child will not be able to participate, or will participate less vigorously than others, a written explanation should be sent to the instructor.

When class is in the gym, all children should wear their gym shoes. When class is held outside, students should wear shoes that allow active participation. Children in grades 3-8 may change into gym clothes. It is the child's responsibility to be prepared for this class just as for any other.

ATHLETICS (INTERSCHOLASTIC)

Our school engages in the following interscholastic sports:

- Grades 5-8 Track (boys and girls)
- Grades 5-8 Soccer (boys and girls)
- Grades 3-8 Basketball (boys and girls)
- Grades 5-8 Softball (boys and girls)
- Grades 6-8 Cheerleading (girls)
- Grades 5-8 Volleyball (girls)

(This is only a guide. The grades might be changed depending on the size of the classes. This will be reviewed annually by the Board of Education).

All participants in interscholastic must have signed permission from their parents to participate. It is recommended that they be covered by some insurance program, either sponsored by the school, or the parent's own private policy.

It is also suggested that these children be given regular physical examinations to determine the advisability of their participation.

The school and / or congregation cannot be held liable for any injuries incurred through participation in these interscholastic sports.

It is also suggested that if these activities interfere with the child's academic goals, which are our primary goals, the teacher and parents discuss the advisability of the child's participation.

If a child is absent for any reason, for any part of the day, other than doctor's appointments or reasons approved by the principal, that child will not be able to participate in extra curricular activities that day. This applies to personal reasons along with sicknesses.

If you feel you would require an exemption to this rule you must notify the school board before their regularly scheduled meetings. (The school board meets the 1st Tuesday of each month) The school board will discuss each exemption on a case by case basis.

Students absent on a Friday may participate in a Saturday or Sunday game.

CHEERLEADING

The training and coaching of our cheerleaders will be left up to the athletic director, and those who act as supervisors and or coaches.

The girls eligible to cheer will be determined by the Athletic Director and coach. There will be no tryouts or elimination.

Practices will be arranged to suit the majority of the children and the coaching staff. Parents will have to allow for transportation outside of the regular school day. Our cheerleaders are representatives of our school and are to conduct themselves properly at all times.

The cheerleading uniforms will be provided for by the Athletic Association.

EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY

The Extra curricular Eligibility Policy has been written so that all interested individuals will have the same understanding of the rules. This policy will be reviewed each quarter.

1. Late Work Policy

Students need to hand in their homework assignments on time. If students do not hand in homework assignments on time the following consequences will be followed..

- ✓ **1st Offense** – Elephant used
- ✓ **2nd Offense** – Grade drops 1/3 of a grade
- ✓ **3rd Offense** – Grade drops 1 full grade
- ✓ **4th Offense** – Automatic F on assignment and no able to participate in sports for one full week.
- ✓ **5th Offense and following** – Automatic F on assignment and student will be unable to play for the remainder of the sporting season.

2. Academic Status

- Students need to remember that academics are an important part of their school life. Any student with an “F” in any subject on a report card or progress report will be declared ineligible until the letter grade improves. The student will also be given a two-week period to show improvement. If there is no improvement, the student is ineligible for the remainder of the sporting season.

- ✓ A teacher has the right to waive this rule if he / she feels that the student is putting forth an excellent effort or is showing improvement in the areas that have been weak.

- It is the responsibility of the classroom teacher to inform the Athletic Director, Principal, and parents of the situation. It is then the responsibility of the Athletic Director to inform the coaches.